

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Nutrition Services Manager – Elementary School

Pay Table: Support

Pay Grade: 7

FLSA Status: Non-Exempt

Job Code: 733

Reports to: Nutrition Services Coordinator

JOB SUMMARY

Under the general direction of the Nutrition Services Coordinator, the Nutrition Services Manager – Elementary School supervises the preparation and serving of meals at the elementary school. The incumbent orders supplies, trains and supervises the staff, directs and assists with the preparation of the meals, ensures that sanitation and safety standards are met, and maintains records.

ESSENTIAL JOB FUNCTIONS

- Orders appropriate quantities of food and supplies, as specified in menu portion control requirements. Insures proper storage of food.
- Receives deliveries and checks goods received against delivery tickets, requisitions or invoices. Dates and signs tickets and contacts central facility or warehouse to correct any errors. Insures proper storage of food and supplies.
- Inventories supplies and maintains inventory on computer. Prepares daily, weekly, monthly and annual inventory reports, including annual equipment inventory report.
- Supervises and participates in food preparation, re-heating, re-therming, temperature monitoring, and the serving of food. Utilizes “nu-menu” meal pattern, following designated menus and portion control requirements. Adheres to food quality standards, including appearance and taste requirements.
- Supervises the food service staff, by preparing work schedules, assigning and directing work, training, enforcing work production standards, evaluating work performance, and recommending corrective action.
- Supervises and assists with cleaning. Ensures that proper cleaning, sanitation, and safety standards are maintained.
- Provides on-the-job and other training to employees, student workers, and substitute workers.
- Maintains records on orders and inventory; hours worked by employees, accidents, etc., for use by the Department (e.g., daily food cost sheets for breakfast and lunch, comparative report).
- Receives cash receipts and makes computer entries, updating various accounts. Makes adjustments and/or refunds to accounts as necessary. Reconciles and

balances money, and makes bank deposits. Collects past due accounts as required (Sends notices home with students, etc.).

- Requests repairs and replacements for equipment and follows up to ensure that work is completed. Informs Nutrition Services office of repair and replacement requests.
- Takes point of service count for students and teachers. Accesses and adjusts charges for teachers, parents, etc., as required.
- Orders supplies for special programs and activities (e.g. pre-school, headstart).
- Coordinates food service work with custodians.
- Opens and secures kitchen facilities.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Completion of District manager's training course.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Food Handler's Permit - renewed every three years.
- Serve Safe Certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Knowledge of health and nutrition.
- Knowledge quantity food preparation and merchandising.
- Ability to supervise, train and evaluate food service staff.
- Ability to work effectively with school personnel, kitchen staff, students, parents, and community groups.
- Basic computer skills.
- Ability to manage inventory and property.

PHYSICAL DEMANDS

Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.